

**TOWN OF DEWEY-HUMBOLDT  
PLANNING & ZONING ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
SEPTEMBER 5, 2013, 6:00PM**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, SEPTEMBER 5, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR CLAIRE CLARK PRESIDED.**

1. **Call To Order.** The meeting was called to order at 6:00PM.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Tammy DeWitt, Dee Parker, Jeff Siereveld, Barry Smylie and Chair Claire Clark were present.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** Warren Colvin, Community Development Coordinator, spoke on the Mortimer's Use Permit. Based on Town Code it will go straight to Town Council for approval since it is a renewal. He also spoke on meetings being held to educate the public on the adoption of the 2012 Building Code Series. The meetings are tentatively scheduled for October 3, November 7 and December 5, 2013 from 4 – 6PM to encourage the public to participate in reviewing what changed from 2006 to 2009 to 2012. He explained there have been several joint meetings with Yavapai County, Chino Valley, Prescott Valley, Prescott, Dewey-Humboldt and the Yavapai County Contractor's Association to discuss all quad cities adopting the same version together. Mr. Colvin stated that Jack Judd, Building Official from Yavapai County, will do a presentation for Town Council in October with tentative adoption scheduled for January 2014 and enforcement starting July 2014. Commissioner Smylie encouraged Staff to make code similar to other municipalities and consider that in future planning. Mr. Colvin stated the goal of the quad cities code committee is to get on the same code cycle so everyone can build according to the same code with just a few minor changes depending on jurisdiction. Chair Clark encouraged Commissioners to attend the public meetings to be aware of the upcoming changes.
6. **Consent Agenda.**
  - 6.1. **Minutes.** Minutes from the July 11, 2013 Planning & Zoning Regular Meeting.

Commissioner Parker made a motion to approve the minutes of July 11, 2013 Planning & Zoning Commission meeting as presented, seconded by Commissioner DeWitt. The motion passed unanimously.
7. **Discussion Agenda – Unfinished Business.**
  - 7.1. **P&Z Priority List from Town Council.** Discussion and Possible Action on P&Z priority list.

Mr. Colvin stated that he attended the August 13, 2013 Town Council Work Session where he reviewed the previously established Planning & Zoning priority list with Town Council. They voted to revise the list and did not establish top priorities or order of priorities and instead wish to allow Planning & Zoning and Staff to determine the order of priorities. He reviewed the list:

Accessory Dwelling Units to be reviewed tonight, select the final code text and send to

Town Council for review before public hearings.

Historic Overlay District and parking on Main Street was combined into one item. Mr. Colvin stated it would take a considerable amount of time to research this subject, see what it entails, estimated turnaround time, getting advice from others who have gone through this process to learn from them and possibly plan some field trips on this subject. Mr. Colvin suggested tackling this subject once some of the Code adoption work settles. Commissioner Parker asked if the historic overlay only applied to the Main Street area; Mr. Colvin responded yes. Chair Clark agreed this would take quite a bit of time; to be handled as a long-term project.

Transient Merchants – Mr. Colvin stated Town Council wants to resolve a problem with soliciting on streets or corners and were adamant about not including lunch trucks. Council did not want to tackle the business license issue. Mr. Colvin suggested possibly making two proposals to Council, one outlining a permit process for people to get a transient merchant permit and the other proposal being shut it down entirely and make it illegal.

Private Driveway versus Named Road – Mr. Colvin stated Staff is looking at establishing code text that would define a driveway versus a named road; actually put it in the Code instead of what is in Hillside Lot Standards. Mr. Colvin stated this is a subject that can be easily handled and would like to do so first.

Commercial Contractors – Mr. Colvin stated this should be fairly easy to handle by referencing in the Code and being consistent with state law that would regulate when a commercial contractor is required based on the amount of work and type. Commissioner DeWitt asked what state law requires. Mr. Colvin stated commercial work valued under \$1,000 does not require permit though structural work would require commercial general contractor.

Ground Water – Mr. Colvin stated Town Council agreed it is an important issue and recommended that Planning & Zoning resurrect the Groundwater Resource Advisory Committee (GRAC). Commissioners Clark, Smylie and Parker expressed interest in sitting on the committee. Mr. Colvin stated he will research the details of resurrecting the GRAC and report information at the next Planning & Zoning meeting.

The Commissioners agreed the first priority is getting GRAC going again, followed by the private driveway issue, then transient merchants.

Chair Clark asked if the Commissioners wished to add any other items to the list. There was discussion about the Iron King mine and noise complaints. No items were added to the priority list.

**7.2. Accessory Dwelling Units.** Discussion and Possible Action on accessory dwelling units, secondary medical dwelling units and guest homes.

Mr. Colvin gave an overview of the topic noting that he provided a clean copy of the ADU code language with the revisions from the last P&Z meeting. Also included in the text was an alternative option for letter H regarding non-paying, non-reimbursing guests suggested by the Town Attorney: “An accessory dwelling unit shall only be used to house a non-paying or non-reimbursing relative or guest of the owner and shall not be used as either a short-term or long-term rental property.” The Commissioners agreed they all preferred the alternative language for letter H as suggested by the Town Attorney.

Commissioner Smylie made a motion to accept 153.072 Accessory Dwelling Unit (ADU) as written, including and inserting the alternative text for letter H, seconded by

Commissioner Siereveld. The motion passed unanimously.

8. **Discussion Agenda – New Business.** None.
9. **Public Hearing Agenda.** None.
10. **Comments from the Public.** None.
11. **Adjourn.** The meeting was adjourned at 6:38PM.

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Claire Clark, Chairperson

ATTEST:

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Mandi Garfield, Administrative Assistant